

Agency Orientation

Lesson Plan

Note: This Orientation Module is for presentation by the Agency/Departmental subcomponent and supplements the Departmental Orientation provided to new hires.

Time Required: 2 Hours

Workshop Objectives:

Upon completion of this module, participants will :

1. Understand the Agency's history, mission and key functions;
2. Understand the Agency's organizational structure;
3. Be aware of the Agency's general services and facilities;
4. Know the names of the Agency's top officials;
5. Be aware of the Agency's major programs, objectives, and current initiatives;
6. Know some of the Agency's recent accomplishments (special awards/recognitions received);
7. Understand the importance of each individual employees's contribution toward achieving the Agency's goals;
8. Understand how the Performance Management and Recognition System operates, and the roles and responsibilities of :
 - a. The Employee
 - b. The Supervisor
 - c. The Reviewing Official
9. Be aware of the types of training and developmental opportunities available to Agency employees.

Resources Needed:

Materials

Orientation Manual
Agency Organizational Chart (To be prepared by the presenter)
Agency Mission Statement
List of Agency Officials
Agency Training Catalog/Training Announcements

Equipment

Overhead projector and transparencies
Flipchart
Markers
Name tents

I. Welcome and Introductions

A. Presenter/Facilitator

Introduce yourself and briefly explain that participants are here today to receive important information about their Agency, which is one of several Agencies that jointly comprise the Department of Labor.

B. Participants

Ask participants to introduce themselves, by stating their name, their new assignment, and their expectations for the Orientation. Record expectations on Flipchart.

C. Introduce the Agency Personnel Officer, who briefly informs the participants of the role of their Servicing Personnel Office, and then, introduces the Agency Administrative Officer.

D. The Agency Administrative Officer officially welcomes the participants, and provides a brief overview of Agency services and facilities. (Objective # 3)

II. Orientation Objectives

A. Display objectives on Flipchart. Review objectives and how they relate to the expressed expectations of participants.

III. Orientation Overview

A. Display Flipchart showing brief statement of Agency's mission and functions. Briefly discuss, including some interesting historical facts about the Agency, (date Agency was created, date first female Agency Head was appointed, etc.).

B. Show Transparency #1 (Agency Organizational Chart to be prepared by the presenter).

Exercise # 1 - Show Flipchart with names of the Agency Head and Office Directors.

Pass out Handout # 1 - Agency Organizational Chart

Ask participants to write in the Agency Head's name and the name of each Office Director in the correct block on their organizational chart.

Pass out Handout # 2 - List of Agency Officials

C. Show Flipchart highlighting major Agency programs and initiatives

Presentation # 1 - (15 mins.) Introduce two Agency Officials who will each briefly discuss an Agency Program/initiative for which his/her office has lead responsibility.

D. Presentation # 2 - (15 mins.) Introduce a Team of Agency employees who have recently received an award/recognition.

Work Team will briefly describe their project/ accomplishment and award received, emphasizing:

1. The importance of each individual employee's contribution to the Work Team's achievement.

E. Presentation # 3 - (15 mins.) Introduce official from the Servicing Personnel Office who will explain the Performance Management and Recognition System.

Show Transparency # 2 - Summary Ratings Chart

Distribute Handout # 3 - Performance Appraisal Form for Employees
Inside the Bargaining Unit

Distribute Handout # 4 - Performance Appraisal Form for Employees
Outside the Bargaining Unit

F. Presentation # 4 - (15 mins.) *Introduce the Agency Training Officer, who will discuss the types of Agency-sponsored training courses/programs and developmental opportunities available to Agency employees.*

Distribute Handout # 5 - Agency Training Catalog/Announcements

G. Closing Remarks

Welcome the participants once again to their new Agency and:

1. *Stress that the first-line supervisor is their most important and available resource for answering questions and solving daily problems which may arise on their new job.*
2. *Encourage participants to visit their Servicing Personnel Office to obtain any needed information concerning their new appointment, employee benefits, etc.*